

## **Staff – Title I, Part C – Migrant**

**Note** that changes to the application's Staff pages have been made to separate traditional school year staff listings from summer specific school staff. List only staff members for regular school year on the appropriate *Regular Year* tabs and summer staff members only on the appropriate *Summer* tabs. Also, all staff members must be entered directly onto the application, no uploads of documents or spreadsheets will be enabled; this is for data reporting purposes.

**Staff must be listed by cost objective**, and consequently may have to be listed multiple times if doing more than one activity (cost objective). Example: If your Recruiter also does your data entry, that person must be listed twice on the staff page. List their name, select recruiter and the appropriate FTE for that position, and the salary. On the next line list them again, select data entry and list the appropriate FTE for that role, and the salary.

Time and effort logs are required for Title I, Part C staff funded from more than one source, including extended time (i.e., Administrators, Clerical, etc.). The time and effort logs must be maintained or salaries will be disallowed. Reimbursement should be made only for hours that are properly documented. Use the pull-down menu to indicate the appropriate type of staff and enter the amount of salary to be paid by Title I, Part C

Circular A-87, the regulations on the federal cost principles that apply to any expenditure of federal funds, states that the salaries and wages of employees who work on federal programs may be paid with federal funds as long as appropriate time distribution records are maintained. Time distribution records are often called time and effort logs or personnel activity reports. They are a documented tracking of the amount of time the employee spent on each cost objective.

A cost objective, as defined in A-87 is —a function, or organizational subdivision, grant or other activity for which cost data are needed and for which costs are incurred.|| A cost objective is not simply the source of funding. A cost objective might be a required set-aside, reservation or mandated activity. Example: if the budget identifies an administrator's salary costs partly as coordination of services and partly as program administration, this employee has two cost objectives.

If an employee is expected to work solely on a single federal award or cost object, such work must be supported with periodic certification (at least once every six months) and be signed and dated by the employee or supervisory official having firsthand knowledge of the work performed by the employee. The USDE has authorized —blanket semi-annual certification|| for multiple employees working on the same single cost objective.

If an employee works on multiple cost objectives, that employee must keep a time and effort log to indicate the distribution of work. This log must (a) be created after the work is accomplished, (b) account for the total activity for which the employee is being paid (c) be prepared at least monthly, and (d) be signed by the employee. While an employee's monthly pay can be based on the estimated or budgeted breakouts between cost objectives, the employer must regularly compare the salaries based with the actual time and effort logs and make adjustments when required.

### **Instructional Staff Tabs**

These pages are designed to identify, by name, all instructional staff providing direct instructional services to students funded under this program that are paid with Title I, Part C funds. Do not include contracted staff (these belong under Object Code 300). **Information on Non-instructional Staff is entered on a separate page.**

### **Instructional Staff Regular Year**

This page requires the identification of all instructional staff to be paid by Title I, Part C funds in Migrant programs. Enter the name of each Teacher, Highly-Qualified Paraprofessional, and Paraprofessional to be paid by Title I, Part C funds. Enter the name of the building(s) of each Teacher/HQ Para/or Para's assignment. Enter the appropriate title of the staff under the "Indicate Type of Staff" column. For reporting purposes please carefully specify whether the staff member is a certified teacher, a highly-qualified paraprofessional, or a regular paraprofessional. Enter the Full Time Equivalent (FTE) of time that the staff member will be assigned and funded by Title I, Part C. For example, a teacher funded half-time by the district and half-time by Title I, Part C would be counted as .50 FTE.

The FTE may be calculated using one of two methods:

1. To calculate the FTE, in each job category, sum the percentage of time that staff were funded by the MEP and enter the total FTE for that category.
2. Calculate the FTE using the number of days worked. To do so, first define how many full-time days constitute one FTE for each job classification in your State for each term. (For example, one regular-term FTE may equal 180 fulltime (8 hour) work days; one summer term FTE may equal 30 full-time work days; or one intersession FTE may equal 45 full-time work days split between three 15-day non-contiguous blocks throughout the year.) To calculate the FTE number, sum the total days the individuals worked in a particular job classification for a term and divide this sum by the number of full-time days that constitute one FTE in that term.

Multiply the total contracted salary by the percentage listed for each staff member and record the Title I, Part C salary in the column titled "Amount Paid" from Title I, Part C.

### **Instructional Staff Summer**

Include staff for Title I, Part C summer activities, if applicable, on the separate tab indicating **Summer**. Wherever staff has not yet been hired, write TBA (to be announced) in the name column. Staff being paid with stipends, should be listed here. If staff names are known, enter the name followed by "stipend". If staff that will be paid stipends are unknown at this time, enter "stipends", you may enter zero as the FTE.

If more lines are needed, click on the **"Add Additional Non-Instructional Staff"**.

### **Non-Instructional Staff Regular Year**

All Non-Instructional staff, including administrators, clerical, bookkeepers, recruiters, data entry specialists, liaisons, bus drivers, janitors, cooks, nurses that are paid with Title I, Part C - Migrant funds must be included. Enter the name of each non-instructional employee that is to be paid by Title I, Part C funds.

### **Non-Instructional Summer**

Include staff for Title I, Part C summer activities, if applicable, on the separate tab indicating **Non-Instructional Summer**. Wherever staff has not yet been hired, write TBA (to be announced) in the name column.

If more lines are needed, click on the **“Add Additional Non-Instructional Staff”**.

**When all the staff data has been entered, click the “Calculate Total” button and save. Note: The system does not carry this information to the Budget Detail page. The applicant may need to refer back to this page for totals when completing the Budget Detail page.**